

INSTRUCTIONS FOR SUBMISSION OF SPECIMENS FOR CHEMICAL EVENT

Michigan Department of Community Health

Michigan.gov/mdchlab

IMPORTANT: Specimens not properly labeled, test requisitions not completed or matching specimen labels will not be tested.

NOTE: Suspected cases or threats of chemical terrorism exposure must be immediately reported to law enforcement and to the Michigan Department of Community Health (MDCH). Contact MDCH laboratory director at 517-335-8063 and the MDCH Office of Public Health Preparedness at 517-335-8150 during normal business hours. After hours call 517-335-9030.

1. **Freeze coolants upon receipt of the Unit.**

2. Collect the specimens listed below. Use the same lot number containers to collect specimens during a single event.

a. **Urine:** On adults and pediatric patients, collect at least 25 mL of urine in a clean screw-capped container with no preservative. Seal urine cup with tape (**do not use Parafilm**) to prevent leaking. **FREEZE** the urine specimen as soon as possible at -70 degrees C or on dry ice.

b. **Whole Blood, EDTA:** On adult patients only, draw blood into three separate purple-topped EDTA tubes, 5 to 7 mL each. Clearly mark tubes in the order drawn as tube #1, #2, and #3. Draw by vacuum-fill method; do not use syringe. Verify that tubes were drawn by vacuum method on Chain of Custody Form(s). Gently shake the tubes to mix. Refrigerate - **DO NOT FREEZE**.

c. **Whole blood, grey or green-top:** On adult patients only, AFTER all three EDTA tubes are collected, draw blood into one grey or green-topped (heparin, non-gel) tube, 5 to 7 mL. Draw by vacuum-fill method; do not use syringe. Verify that tubes were drawn by vacuum method on Chain of Custody Form(s). Gently shake the tubes to mix. Refrigerate - **DO NOT FREEZE**.

d. **Blank cups and tubes:** Include four blank urine cups, four blank purple top tubes, and four grey or green top tubes from each lot number used to collect patient specimens.

3. Label all specimens with patient name/unique identifier.

4. Complete Chain of Custody Form(s) (DCH-1264 - supplied with the Chemical Terrorism Response Kit or available on line). The Chain of Custody Form(s) also serves as the MDCH requisition. **Up to eight patients can be entered on one form.** Use separate forms for urine and bloods, and keep copies for your records. Place completed Chain of Custody Form(s) in plastic bag provided to protect from moisture.

5. **Blood(s) (refrigerated) and urine(s) (frozen) must be packaged and shipped separately:**

a. **Blood(s):** When ready to ship, wrap properly labeled blood tubes with absorbent material provided, and place in foam rack to cushion. Wrap in additional cushioning to secure tubes inside rack. Place specimens into the inner plastic envelope (STP 741) included with this kit and seal bag. Place sealed bag into the outer Tyvek envelope (STP-740) and seal. **Secure with evidence tape**, and initial 1/2 on tape and 1/2 on envelope.

b. **Urine(s):** When ready to ship, place urine and absorbent material into a small bag or wrap with cushioning to prevent specimens from touching. Place specimens into the inner plastic envelope (STP 741) included with this kit and seal bag. Place sealed bag into the outer Tyvek envelope (STP-740) and seal. **Secure with evidence tape**, and initial 1/2 on tape and 1/2 on envelope.

6. Using the outer packaging (cardboard box with Styrofoam liner) provided, pack blood samples on the coolant packs (previously frozen). Pack urine samples on dry ice (not provided). **Do not pack urine(s) and blood(s) in the same package.** Use cushioning to prevent contents from shifting. Place the Chain of Custody Form (in a zipper bag) in the box with the specimens.

8. Apply shipping labels appropriately to the outer container. CT specimens are considered "Biological Substance, Category B" (previously known as "Diagnostic Specimens", or "Clinical Specimens") for shipping purposes unless the shipper has reason to believe they may contain Category A Infectious Substances.

9. Ship package overnight or as directed by MDCH - see **NOTE** above.

NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.